

Approving PCS Orders

Overview


Introduction This guide provides the procedures for approving all PCS Orders and Endorsements in Direct Access.

CANCELLATIONS: Assignment Officers can cancel PCS orders in an Authorized or Ready Status. SPOs can cancel PCS orders in an En Route or Finished status.

Order Status

Status	Meaning
Authorized	Orders issued by detailer
Ready	Member-specific changes have been made to the orders and approved by the SPO (PCS Travel Details Approval). The Estimated Depart and Report Dates will also update in the Airport Terminal.
En route	Member has departed the old unit (Travel Order Depart Endorsement has been approved)
Finished	Member has reported into the new unit (Travel Order Report Endorsement has been approved)
Cancelled	Cancelled orders




Procedures See Below.

Step	Action
1	<p>Click on the Requests link in the top left corner of the page.</p> 

Continued on next page

Overview, Continued

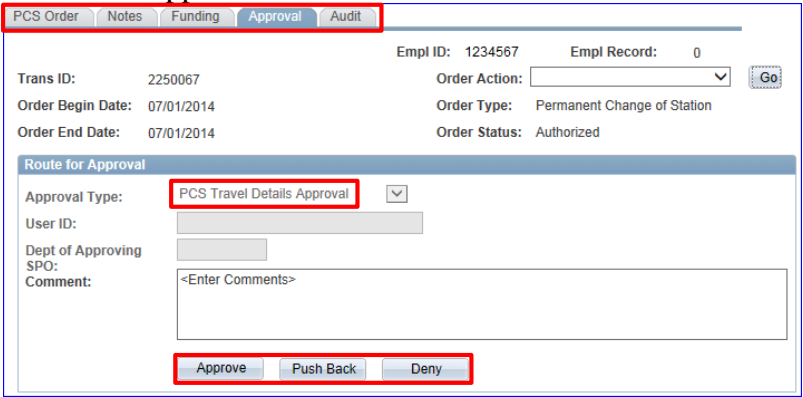
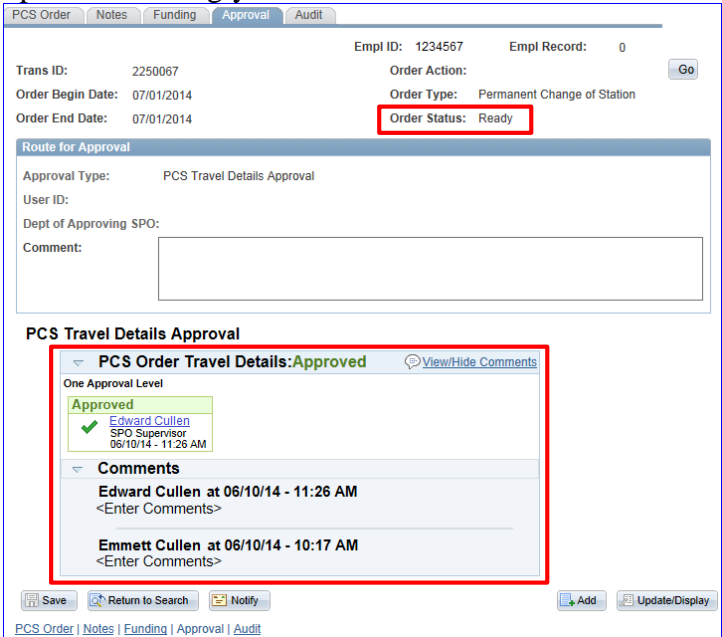
Procedures, continued

Step	Action
2	<p>Select the View My Requests (all types) link.</p> 
3	<p>Select Requests I am Approver For. Then click Populate Grid. Use the Transaction Name and Status drop-downs to narrow the search criteria.</p>  <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p>
4	<p>Then select the Approve/Deny link next to the transaction (the Orders will open in a new window).</p> 

Continued on next page

Overview, Continued

Procedures, continued

Step	Action
5	<p>Use the tabs at the top to audit the transaction. The Approval Type indicates what portion of the orders is being approved. If changes need to be made, use the Push Back button to send the orders back to the SPO YN who submitted the transaction. This option will not allow another YN to make changes. Use the Deny button to remove the transaction from all Authorizing Official's Action Requests and to allow for editing by any SPO YN. If the Orders are Pushed Back, the SPO YN will have to resubmit the Orders using the Approval tab. Comments are required when selecting Push Back or Deny. The Approve button will approve the orders.</p> 
6	<p>After the Orders are approved, this will appear and the Order Status will update accordingly.</p> 

Continued on next page

Overview, Continued

Procedures, continued

Step	Action																																																																																																							
7	<p>To print the approved Orders, either refresh the page (F5) or exit the transaction and go back into it. Use the Order Action drop-down to select Print Order, then press Go.</p> <div><div>PCS OrderNotesFundingApprovalAudit</div><div>Empl ID: 1234567Empl Record: 0</div><div>Trans ID: 2097959Order Action: <div>Amend OrderCancel OrderCancel Order and TONOPrint Order</div><div>Go</div></div><div>Order Begin Date: 08/03/2014Order Type:Order Status:</div><div>Order End Date: 08/22/2014</div></div>																																																																																																							
8	<p>The Audit Tab displays the Approval and Order History.</p> <div><div>PCS OrderNotesFundingApprovalAudit</div><div>Empl ID: 1234567Empl Record: 0</div><div>Trans ID: 2097828Order Action: <div></div>Go</div><div>Order Begin Date: 06/02/2014Order Type: Permanent Change of Station</div><div>Order End Date: 06/11/2014Order Status: Finished</div><div><div>Approval History</div><table><tr><th>User ID</th><th>Name</th><th>Datetime Modified</th><th>Approval Status</th><th>Approval Type</th><th>Travel Seq Nbr</th><th>Comments</th></tr><tr><td>1 1324657</td><td>Edward Cullen</td><td>06/11/2014 12:35:26PM</td><td>Approved</td><td>PCS Travel Report Endorsement</td><td>99</td><td>Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments></td></tr><tr><td>2 1324657</td><td>Edward Cullen</td><td>06/11/2014 11:52:26AM</td><td>Approved</td><td>PCS Travel Depart Endorsement</td><td>1</td><td>Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments></td></tr><tr><td>3 1324657</td><td>Edward Cullen</td><td>06/10/2014 1:36:31PM</td><td>Approved</td><td>Order Travel Details Approval</td><td></td><td>Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments></td></tr></table><div><div>Order History</div><table><tr><th>User ID</th><th>Name</th><th>Datetime Modified</th><th>Action</th><th>Audit Record Name</th></tr><tr><td>1 1324657</td><td>Edward Cullen</td><td>06/11/2014 12:35:23PM</td><td>Change</td><td>CG_ORDER_HDR</td></tr><tr><td>2 1324657</td><td>Edward Cullen</td><td>06/11/2014 12:35:23PM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>3 1726354</td><td>Emmett Cullen</td><td>06/11/2014 12:17:59PM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>4 1726354</td><td>Emmett Cullen</td><td>06/11/2014 12:17:59PM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>5 1324657</td><td>Edward Cullen</td><td>06/11/2014 11:52:25AM</td><td>Change</td><td>CG_ORDER_HDR</td></tr><tr><td>6 1324657</td><td>Edward Cullen</td><td>06/11/2014 11:52:25AM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>7 1726354</td><td>Emmett Cullen</td><td>06/11/2014 11:51:43AM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>8 1726354</td><td>Emmett Cullen</td><td>06/11/2014 11:51:43AM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>9 1726354</td><td>Emmett Cullen</td><td>06/11/2014 11:47:40AM</td><td>Change</td><td>CG_ORDER_HDR</td></tr><tr><td>10 1726354</td><td>Emmett Cullen</td><td>06/11/2014 11:47:40AM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>11 1324657</td><td>Edward Cullen</td><td>06/10/2014 1:36:31PM</td><td>Change</td><td>CG_ORDER_HDR</td></tr><tr><td>12 1726354</td><td>Emmett Cullen</td><td>06/10/2014 1:23:51PM</td><td>Change</td><td>CG_ORDER_HDR</td></tr><tr><td>13 1726354</td><td>Emmett Cullen</td><td>06/10/2014 1:23:51PM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr><tr><td>14 1726354</td><td>Emmett Cullen</td><td>06/10/2014 1:23:51PM</td><td>Change</td><td>CG_ORDER_TRAVEL</td></tr></table></div></div></div>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1 1324657	Edward Cullen	06/11/2014 12:35:26PM	Approved	PCS Travel Report Endorsement	99	Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>	2 1324657	Edward Cullen	06/11/2014 11:52:26AM	Approved	PCS Travel Depart Endorsement	1	Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>	3 1324657	Edward Cullen	06/10/2014 1:36:31PM	Approved	Order Travel Details Approval		Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>	User ID	Name	Datetime Modified	Action	Audit Record Name	1 1324657	Edward Cullen	06/11/2014 12:35:23PM	Change	CG_ORDER_HDR	2 1324657	Edward Cullen	06/11/2014 12:35:23PM	Change	CG_ORDER_TRAVEL	3 1726354	Emmett Cullen	06/11/2014 12:17:59PM	Change	CG_ORDER_TRAVEL	4 1726354	Emmett Cullen	06/11/2014 12:17:59PM	Change	CG_ORDER_TRAVEL	5 1324657	Edward Cullen	06/11/2014 11:52:25AM	Change	CG_ORDER_HDR	6 1324657	Edward Cullen	06/11/2014 11:52:25AM	Change	CG_ORDER_TRAVEL	7 1726354	Emmett Cullen	06/11/2014 11:51:43AM	Change	CG_ORDER_TRAVEL	8 1726354	Emmett Cullen	06/11/2014 11:51:43AM	Change	CG_ORDER_TRAVEL	9 1726354	Emmett Cullen	06/11/2014 11:47:40AM	Change	CG_ORDER_HDR	10 1726354	Emmett Cullen	06/11/2014 11:47:40AM	Change	CG_ORDER_TRAVEL	11 1324657	Edward Cullen	06/10/2014 1:36:31PM	Change	CG_ORDER_HDR	12 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_HDR	13 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_TRAVEL	14 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_TRAVEL
User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments																																																																																																		
1 1324657	Edward Cullen	06/11/2014 12:35:26PM	Approved	PCS Travel Report Endorsement	99	Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>																																																																																																		
2 1324657	Edward Cullen	06/11/2014 11:52:26AM	Approved	PCS Travel Depart Endorsement	1	Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>																																																																																																		
3 1324657	Edward Cullen	06/10/2014 1:36:31PM	Approved	Order Travel Details Approval		Emmett Cullen : <Enter Comments> Edward Cullen : <Enter Comments>																																																																																																		
User ID	Name	Datetime Modified	Action	Audit Record Name																																																																																																				
1 1324657	Edward Cullen	06/11/2014 12:35:23PM	Change	CG_ORDER_HDR																																																																																																				
2 1324657	Edward Cullen	06/11/2014 12:35:23PM	Change	CG_ORDER_TRAVEL																																																																																																				
3 1726354	Emmett Cullen	06/11/2014 12:17:59PM	Change	CG_ORDER_TRAVEL																																																																																																				
4 1726354	Emmett Cullen	06/11/2014 12:17:59PM	Change	CG_ORDER_TRAVEL																																																																																																				
5 1324657	Edward Cullen	06/11/2014 11:52:25AM	Change	CG_ORDER_HDR																																																																																																				
6 1324657	Edward Cullen	06/11/2014 11:52:25AM	Change	CG_ORDER_TRAVEL																																																																																																				
7 1726354	Emmett Cullen	06/11/2014 11:51:43AM	Change	CG_ORDER_TRAVEL																																																																																																				
8 1726354	Emmett Cullen	06/11/2014 11:51:43AM	Change	CG_ORDER_TRAVEL																																																																																																				
9 1726354	Emmett Cullen	06/11/2014 11:47:40AM	Change	CG_ORDER_HDR																																																																																																				
10 1726354	Emmett Cullen	06/11/2014 11:47:40AM	Change	CG_ORDER_TRAVEL																																																																																																				
11 1324657	Edward Cullen	06/10/2014 1:36:31PM	Change	CG_ORDER_HDR																																																																																																				
12 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_HDR																																																																																																				
13 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_TRAVEL																																																																																																				
14 1726354	Emmett Cullen	06/10/2014 1:23:51PM	Change	CG_ORDER_TRAVEL																																																																																																				